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DEPARTMENT
OF
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Date: May 24, 2002

To: WIA 225/231 Agencies
EL Civics Education Agencies
Adult Schools

From: Kathy Block-Brown, Administrator
Adult Education Office

Subject: End-of-Year Data Submission

As the end of the 2001-02 program year approaches, it is time to prepare for the end-of-year data submission for federal and state funded programs. During the past year, a number of adult school providers have asked that notification related to end-of-year data submission be sent at one time allowing for better planning. The following is a list of required data, the date that it is due, where the data should be sent, and where you will find further instruction on what steps to follow in the data submission process. Many of the data come from the TOPSpro database.

WIA Title II, Section 225/231 **August 15, 2002** **Mailed to CASAS**
Further details will follow this memo and will be posted on the CDE website.

English Literacy and Civics Education **August 15, 2002** **Mailed to CASAS**
Further details will follow this memo and will be posted on the CDE website.

Core Performance Indicator Survey **September 15, 2002** **Entered on CASAS website**
This is for 225/231 providers. A memo was sent to the agency contact person via directed email on April 24, 2002 and posted on the CDE website.

Program Close-out Report **August 15, 2002** **Mailed to CDE**
This is for 225/231 providers. Information required asks for the number of staff in certain categories. This is information required by the US Department of Education. More information will be sent out with a form to complete.

Adult School Data **August 15, 2002** **Mailed to CASAS**
This is TOPSpro Entry/Update Record information collected by adult schools for all students, all programs, all year. Further details will follow this memo and will be posted on the CDE website.

CalWORKS **August 30, 2002** **Mailed to CDE**
More information will be sent out to adult school providers and posted on the CDE website.

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PBA and Perkins

August 30, 2002

Mailed to CDE

More information will be sent out to adult school providers and posted on the CDE website.

J18/19 Addendum

September 30, 2002 Entered on OTAN website

This is an adult school report. More information will be sent out to adult school providers and posted on the CDE website.

Please watch for further information about each of the data submission requirements. If you have questions related to data sent to CASAS, please contact Lee Bounds at CASAS, lbounds@casas.org or (800) 255-1036. Questions related to information to be sent to CDE, please contact your regional consultant at (916) 322-2175.

cc: Education Programs Consultant
Agency File